



# **MINUTES**

## **Workforce Connection of Central New Mexico**

### **Executive Committee**

**Thursday, April 5, 2007**

**7:30 am**

**MRCOG, 809 Copper NW - Board Room**

**Call to Order – 7:45 am – John Sapien**

**Roll Call - by Patrick Newman**

**Present**

Jeff Armijo

Bob Davey

Rita Logan

J.C. Lopez

Mary Lee Martin

John Sapien

Jim Summers

**Quorum Established**

**Excused**

Judy LeJeune

**Absent**

Mayor Patricia Chavez

Virginia Murphy

**Approval of Thursday, April 5, 2007 Agenda**

**Motion: Rita Logan**

**Second: Bob Davey**

**No Discussion**

**Action: Passed by voice vote**

**Tab 1: Approval of Minutes, Executive Committee: February 8, 2007**

**Motion: Bob Davey**

**Second: Rita Logan**

**No Discussion**

**Action: Passed by voice vote**

**Tab 2: Monthly Expenditure Reports for February and March 2007 - by Jan Borchardt**

- Jan Borchardt, MRCOG Finance Manager, explained the WIA monthly expenditure report for February and March 2007.
- Billings for the first and second quarters were received from New Mexico Department of Labor.

- There is approximately a forty-five expenditure rate and after encumbrances are accounted for, brings the expenditure rate to sixty-five percent.

**No Discussion**

## FINAL ACTION ITEMS

**There were two action items to discuss and vote on – All were passed by voice vote.**

### **Passed by voice vote**

- Approval of Adult/Dislocated Worker Program Request for Proposal
- Approval of Youth Program Request for Proposal

**Tab 3: Approval of Adult/Dislocated Worker Program Request for Proposal - Background and Introduction by Patrick Newman**

- Patrick Newman stated that the Adult and Dislocated Worker Ad Hoc Development Committee, chaired by John Sapien, met last week to discuss the Request for Proposal (RFP).
- There were some minor grammatical changes made to the RFP and were submitted to Bob Desiderio, WCCNM Attorney, for approval.
- John Sapien complemented Patrick Newman and staff on implementing the business-driven initiatives into the RFP.

**Questions and Comments Followed**

**Motion to approve: Bob Davey**

**Second: J.C. Lopez**

**No Discussion**

**Action: Passed by voice vote**

**Tab 4: Approval of Youth Program Request for Proposal - Background and Introduction by Patrick Newman**

- Patrick Newman stated that the Youth Ad Hoc Development Committee met last week as well for review of the RFP.
- Mary Lee Martin, Chair of the Youth Ad Hoc Committee, thanked those involved for their hard work in the creation of the RFP.

**No Discussion**

**Motion to approve: Mary Lee Martin**

**Second: Rita Logan**

**No Discussion**

**Action: Passed by voice vote**

*Mr. Newman stated that the Legal Notice for the RFP will be published next week Wednesday through Friday.*

*For further inquiries of the RFP timeline Mr. Sapien urged members to contact Patrick Newman or the WIA team.*

## INFORMATION AND DISCUSSION ITEMS

### **Tab 5. House Bill 1280 – by Patrick Newman**

- Mr. Newman addressed House Bill 1280, combining once again, the Office of Workforce Training and Development under the umbrella of NMDOL, which was passed at the most recent Legislative Session.
- The roles of local boards will continue to operate as is until federal laws change.
- There are proposed legislative changes at the national level in the Workforce Investment Act, which give the local boards more authority, and reporting and tracking responsibilities.
- Lawrence Rael, MRCOG Executive Director has met with Betty Sparrow Doris, NMDOL Secretary, to discuss long-term goals pertaining to the involvement of the local boards with the NMDOL.

#### **Questions and Comments Followed**

### **Tab 6. One-Stop Status – by Patrick Newman**

- Mr. Newman announced that the Central Region One-Stops will now be called Business and Career Centers (BCC).
- We are waiting for the lease agreement for the building on San Mateo and Central for finalization.
- A letter from Mr. Rael to Ms. Doris has been drafted which outlines our resource status and requesting a commitment from Ms. Doris' Department that the requested resources are forthcoming.
- The building lease will not be signed until there is a firm commitment from NMDOL to sustain funding for the Bernalillo County Model One-Stop.
- Mr. Dewey Cave discussed changes and code issues of the proposed building.
- Mr. Sapien noted the strong drive by the Governor's Office to get this One-Stop going regardless of current Legislative changes.
- The funding is there and we need to ensure that our influence is strong enough to obtain the money necessary to move forward.

#### **Discussion and Questions Followed**

### **Tab 7. Monitoring Schedule – by Ramona Chavez**

- Ramona Chavez reported that the annual monitoring schedule has been established.
- Monitoring for Torrance and Valencia counties will begin on Monday.
- At this point, the review is going very well.
- Current active participants as well as follow-up participants will be reviewed for eligibility requirements and exited files will be reviewed to ensure credentials are reported for performance measures in the Central Region.

#### **Questions and Comments Followed**

## REPORTS

### **Administrative Reports**

- J.C. Lopez, Rita Logan, Manuel Casias and John Sapien reported on the Forum 2007 Conference held in Washington, D.C.
- Mr. Lopez addressed the lack of partnerships between the needs of the businesses and the Business and Career Center services, but noted our knowledge in other areas.
- Ms. Logan reported on the career clusters training and noted the valuable information that could be utilized in her organization. Ms. Logan noted that the conference was a good experience.
- Mr. Sapien echoed the thoughts of Mr. Lopez and expressed his interest in a video interview for businesses.
- Mr. Casias felt that the Central Region would be a valuable presenter at the Forum to share our current standing and expertise.
- Mr. Newman invited all board members to attend the Business and Career Center staff meetings held each Tuesday at the Mid-Region Council of Governments.
- The team has really begun to come together and share ideas work well together.
- Lou Cimalore discussed the scan card that will be utilized in the BCC to track individuals and services. Further research is required in creating the scan card program that best suits our reporting needs.

#### **Committee Reports-**

- **Youth Council** - by Mary Lee Martin
  - The next Youth Council meeting is scheduled for April 12, 2007.

**No Discussion**
- **Performance and Monitoring** – Ramona Chavez
  - Reviewed monthly reporting.
  - The next meeting is scheduled for April 18, 2007.

**No Discussion**
- **Training and Services Provider** – Ramona Chavez
  - The next meeting is scheduled for May 17, 2007

**No Discussion**
- **BEDOSS Committee** - by John Sapien
  - Mr. Sapien stated that a meeting has not been held, although BEDOSS members will assist with the development of the RFP, which will take the place of an actual formal meeting.

**No Discussion**

#### **PUBLIC COMMENT**

**Public Comments - None**

#### **ADJOURNMENT**

**Adjournment – 8:59 am**

## **Next Meeting-**

**Date:** Thursday, May 3, 2007

**Time:** 7:30 am

**Location:** Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:  
809 Copper NW, Albuquerque, NM 87102*